

SAMPLE LETTER TO PARENTS

"We were very sad to hear that one of our students, _____ (name) _____, died yesterday as a result of _____ (type of accident or illness). _____ (name) _____ is the son of _____ (parents) _____ of _____ (address) _____.

The school's Crisis Team has met and discussed a set of planned procedures that have taken or will take place to help our students work through their grief. Counselors and professionals, as well as our trained Crisis Team and a caring staff, will be available to students.

**Visitation: Smith Funeral Home
Monday, January 5, 1998
2:00 to 5:00 p.m. and 7:00 to 9:00 p.m.**

**Funeral Service: St. John's Lutheran Church
Tuesday, January 6, 1998
11:00 a.m.**

The _____ family has invited students to attend the funeral service. Students will be excused from school to do so with parental permission on the signed slip below.

Sincerely,

(Principal)